



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 2, CHIEF, HUMAN RESOURCE SERVICES BRANCH
ADMINISTRATION DIVISION

SALARY: \$5768 - \$8051

FINAL FILE DATE: NOVEMBER 2, 2005

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration Division, the Human Resource Services Branch (HRSB) Chief is the Department's primary advisor on issues related to the human resource program for the Department. The HRSB Chief will be a key advisor to the Department's Executive Leadership team in the development and implementation of the Department's strategic human capital vision and goals. The HRSB Chief is responsible for the development and implementation of strategies, policies, and programs needed to support the staff resources that the Department needs to carry out its strategic objectives. A critical role for the HRSB Chief is to provide leadership in shaping policies and programs related to workforce development and management. The HRSB Chief is also responsible for successfully advising, collaborating, and coordinating with the Health and Human Services Agency in the development of its strategic workforce management and succession planning initiatives and policies.

This position is responsible for the planning, organizing, directing, and evaluation of the activities of the Branch, including the Department's classification plan, payroll and benefits transactions, recruitment and selection, labor relations, staff development and training, professional management development, and worker's compensation. This position will serve in a key advisory role in the Department's development and implementation of workforce management plans, to ensure the Department can meet its program objectives. The HRSB Chief will be responsible for developing and effectively communicating with Executive management, control agencies, and interested parties on the strategies, policies, and implementation plans needed for succession planning and workforce development. The policy decisions made by the HRSB Chief will directly impact all levels of staff within the Department.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the applications and one-page summaries of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the applications and summaries. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, examination interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined, job-related questions. It is anticipated that examination interviews will be held during **November/December 2005**. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the Department's organization and goals, and of the principles and practices of human resource administration.
- b. Knowledge of the organization and functions of programs within the California Department of Social Services.
- c. Skills and abilities to develop, implement, and monitor departmental policy relative to human resource management functions, and to effectively communicate with the Governor's Office, the Legislature, and other high level State, Federal and local officials, and departmental managers.
- d. Specialized experience in programs administered within the Human Resource Services Branch.

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DESIRABLE QUALIFICATIONS (Continued)

In addition, applicants must demonstrate the ability to perform high level administrative and policyinfluencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge, skills, and abilities:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resources management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file each of the following documents:

1. **An Application for Examination (STD 678), specifying which examination you are applying for**
2. **AND a one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.**

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Send these documents to: **California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **NOVEMBER 2, 2005**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Chris Wills, at (916) 654-1679
Questions regarding the position should be directed to Gloria Merk at (916) 657-3266.